

# VACANCY ANNOUNCEMENT

## CAMP HUMPHREYS CIVILIAN PERSONNEL ADVISORY CENTER APO AP 96205-0707

AN EQUAL OPPORTUNITY EMPLOYER

**ANNOUNCEMENT NUMBER:** HU-CPAC-01-01

Opening Date: 02 Apr 01  
Initial Cut Off Date: 20 Apr 01  
Closing Date: 18 May 01

**POSITION TITLE, SERIES & GRADE:** General Helper, WB-3501-00

**SALARY:** \$4.50 per hour

**WORK SCHEDULE:** Full Time

**DUTY LOCATION:** Camp Humphreys or Osan Air Base.

**AREA OF CONSIDERATION:** Camp Humphreys commuting area.

**WHO MAY APPLY:**

1. Unmarried children, stepchildren, adopted children and children under the legal guardianship of the sponsor or spouse, ages 14 through 22.
2. Spouses, under 18 years of age and still in high school, home school, or trade school.

High School Students must provide written certification from the school that he/she is a full-time student at an accredited high school, home school, or trade school.

College Students must be taking at least 12 semester hours of study per semester or 8 hours in a trimester or the equivalent (1.5 quarter hours are equivalent to 1 semester hour). College students may provide as proof, a copy of receipt for registration showing matriculation and number of credit hours for which enrolled.

Conditions: Applications for employment under this program will be considered in the following order of priority in classes of sponsors referred below, without preference for rank. You must reside in the same household with and be a family member of one of the following:

1. Department of Defense military and permanent full-time and part-time appropriated and non-appropriated fund civilian personnel recruited from the United States who have status under the SOFA or JUSMAG Agreement and are assigned or attached to a U.S. Forces installation in the Republic of Korea.
2. Permanent full-time and part-time locally hired U.S. Citizens appropriated or non-appropriated fund civilian employees who have status under the SOFA or JUSMAG Agreement and are assigned or attached to an U.S. Forces installation in the Republic of Korea.
3. U.S. Citizens employed by other U.S. Government agencies, Department of Defense invited contractors, Red Cross personnel, and other categories of personnel affiliated with the U.S. Government with SOFA or diplomatic status.

**NOTE: AS A CONDITION OF EMPLOYMENT, SELECTEE MUST PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUNDS TRANSFER PROGRAM.**

**GENERAL INFORMATION:**

1. The Summer Hire Program consists of one session: **25 June – 17 August 2001.**
2. If there are more students than jobs for any session, a lottery will be held.

3. A youth who applies for the Summer Hire Program at a previous location in a different commuting area and then moves with his sponsor to a new duty location, may transfer his eligibility to the new location even though the local summer announcement cutoff date has passed. The applicant will be subject to the selection procedures of the new location.
4. **Applications** must be fully completed with all required documentation before it will be officially accepted. Accepted applications will be date stamped upon receipt. Applications from family member youths specified under conditions 1-2 will be accepted from applicants whose sponsor's PCS orders showing permanent assignment in Korea by no later than the beginning of the session to be worked.
5. Applications will be accepted after the closing date of the announcement from family member youths who report in country after the closing date and will be added to the end of the roster, in order of the date received. These applications will be considered only if more jobs exist than applications from family member youth who applied before the closing date.
6. No placement preference will be given to students who have worked under previous student programs.
7. **Placement priority** will be given as follows:
  - a. All full time college students
  - b. High School students ages 16 or older
  - c. Students 14-15 years of age
8. There will not be any selective placement factors. No specific skills are needed for placement.
9. Name request for students by supervisory/organization will not be honored.

#### **HOW TO APPLY**

THE APPLICATION PACKET IS ATTACHED. THE PACKET MUST BE COMPLETE BEFORE THE APPLICATIONS CAN BE DATE STAMPED AS RECEIVED. **THE FORM CHECKLIST IS LISTED AT THE BOTTOM OF PAGE 2 OF THE APPLICATION. INCOMPLETE APPLICATIONS, (E.G., MISSING SUPPORT DOCUMENTS) WILL NOT BE ACCEPTED.**

10. For further information regarding this announcement, please call 753-8778.

PATRICIA MCFARLAND  
Personnel Management Specialist

# Family Member Youth Employment Application

**YOUTH PROGRAM:** ☐ Summer Hire ☐ Winter Hire ☐ Family Member Youth Part-Time

**CPAC Use Only**

## STUDENT BACKGROUND INFORMATION

1. Student Name (Last First MI): \_\_\_\_\_ 2. Student SSN (see Note 1): \_\_\_\_\_ 3. DOB (DD/MM/YYYY): \_\_\_\_\_

4. Home Telephone: \_\_\_\_\_ 5. Mailing APO Address: \_\_\_\_\_

**Age:** \_\_\_\_\_

## SPONSOR INFORMATION

6. Sponsor's Name (Last First MI): \_\_\_\_\_ 7. Sponsor's SSN: \_\_\_\_\_ 8. Sponsor's Work Telephone: \_\_\_\_\_ 9. Sponsor DEROS: \_\_\_\_\_

10. Sponsor's Organization Address: \_\_\_\_\_ 11. Sponsor's Military E-mail: \_\_\_\_\_

## EMERGENCY NOTIFICATION INFORMATION

12. Who is an alternate point of contact in case of emergency (Name): \_\_\_\_\_ 13. Work Telephone: \_\_\_\_\_ 14. Home Telephone: \_\_\_\_\_

## STUDENT EDUCATION

15. Education: Are you still in Middle or High School? ☐ Yes ☐ No College Name: \_\_\_\_\_ Course of Study: \_\_\_\_\_  
Are you attending a College/University? ☐ Yes ☐ No  
(See Note 2)

## EMPLOYMENT HISTORY AND SPECIAL SKILLS

16. Have you ever worked for a Youth Employment Program in Korea? ☐ Yes ☐ No If Yes, when? \_\_\_\_\_  
17. Do you speak a foreign language? ☐ Yes ☐ No If Yes, which languages? \_\_\_\_\_  
18. Have you ever designed a Home Page/Web page on the Internet? ☐ Yes ☐ No  
19. Please indicate your special skills that you have in working with computers. \_\_\_\_\_  
20. How many words per minute can you type? \_\_\_\_\_  
21. What extra-curricular activities or sports do you play or participate in? \_\_\_\_\_

## WORK EXPERIENCE

22. Job #1: Name of Company/Organization you worked for: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ Name of Supervisor/Telephone: \_\_\_\_\_

Tell us what you did: \_\_\_\_\_

23. Job #2: Name of Company/Organization you worked for: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ Name of Supervisor/Telephone: \_\_\_\_\_

Tell us what you did: \_\_\_\_\_

24. Student Signature: \_\_\_\_\_ 25. Date: \_\_\_\_\_

 **See Reverse Side for Parental Consent to Work (Required if under Age 18)** 

## PARENTAL CONSENT TO WORK AND SCHOOL VERIFICATION

THESE SECTIONS MUST BE COMPLETED BY YOUR SPONSORING PARENT AND SCHOOL OFFICIAL FOR YOU TO BE ABLE TO WORK.  
YOUR APPLICATION WILL NOT BE ACCEPTED WITHOUT THEIR CONSENT.

### 1. SPONSOR CONSENT (MUST BE COMPLETED BY YOUR SPONSOR):

- Sponsor Status: You must be under SOFA Status:
  - ☐ Active Duty Military
  - ☐ DOD Civilian (Includes GS, NAF, DODDs Teachers, AAFES, DHL Sponsors)
  - ☐ U.S. Embassy
  - ☐ U.S. Government Contractor
- I, \_\_\_\_\_ authorize my dependent child, \_\_\_\_\_, to work in a U.S. Government Youth Employment Program in the Republic of Korea sponsored by the U.S. Forces Korea.
- Working Conditions: My child has my permission to perform the following duties:
  - ☐ Clerical Jobs Only (usually in an office setting)
  - ☐ Labor Jobs Only (Non-Skilled, Non-hazardous work such as cutting grass, painting, some lifting)
  - ☐ Both are acceptable
- Where is your dependent child authorized to work (Check only 1):
  - ☐ Camp Humphreys (commuting area)
  - ☐ Osan Air Base (limited positions)
- I ☐ DO AUTHORIZE ☐ DO NOT AUTHORIZE my dependent child participating in the Youth Employment Program to receive emergency medical care. I understand that this applies only to those situations which are job related injuries.
- Relationship of child to Sponsor: \_\_\_\_\_

\_\_\_\_\_  
Sponsor Signature

### 2. SCHOOL VERIFICATION: This section is required in order to verify that the child is still a student in middle or high school. This section is not required for students attending college. See note 2 below.

- The student identified in this application is a full-time student at: \_\_\_\_\_
- Current Grade: 7 8 9 10 11 12 (Circle) Date of Graduation (if a Senior): \_\_\_\_\_
- School Official Name, Position and Signature: \_\_\_\_\_

### Notes:

1. Block 2, Student SSN: The student's SSN must be verified. Acceptable documentation includes SSN Card, Parent Tax Forms, or Prior IRS W-2, Statement of Earnings Form.
2. Block 14, College Attendance Verification: A letter from the School Registrar is required which verifies attendance at the school or School Transcripts for the current Semester/Quarter.

**Forms Checklist:** Does your application contain the following forms? All forms must be completed and signed.

- ☐ Youth Employment Application
- ☐ SF-1199 "Direct Deposit Form" obtained from your bank
- ☐ W-4 Tax Form
- ☐ EAFC Form 54, LES/W-2
- ☐ Copy of your U.S. Passport with Photo, Visa and SOFA Stamp
- ☐ Verification of Student SSN: SSN Card, Parent Tax Forms, or Previous IRS W-2 Statement of Earnings Form
- ☐ SF-256, Self ID of Handicap
- ☐ SF-191, Race and National Origin
- ☐ SF-61, Appointment Affidavit (Do not complete until day of in processing)
- ☐ College attendance verification (see note 2 above)
- ☐ Pre-Appointment Certification Statement for Selective Service Registration (Males only)